

Job Description

Job Title:	Deputy City Clerk	Department:	City Clerk
Reports To:	City Clerk	Classification:	Non Exempt
Wage:	Salary Grade 5	Updated:	October 24, 2014

Position Summary

Work involves assisting the City Clerk in carrying out all functions of the office and in the absence of the City Clerk performing responsibilities in a prompt, efficient, and lawful manner. The Deputy City Clerk will act as City Clerk in the event of his/her absence. Work requires the exercise of initiative, independent judgment, and discretion in handling delegated details and the performance of various clerical duties. Work is reviewed in a general manner on the basis of results obtained with limited supervision. Work requires a high attention to detail and meeting stringent legal and procedural deadlines.

Essential Duties & Responsibilities

1. Assist the City Clerk in prioritizing of job responsibilities to meet deadlines.
2. Using excellent customer service skills; establishes and maintains effective working relationships with other employees, officials, and members of the general public.
3. Assists City Clerk in organizing and administering the filing of campaign financing statements and reporting; monitors and reviews filings to insure they are complete and in compliance.
4. Assists the City Clerk and Elections Specialist in conducting City elections; assists in performing pre-election support functions including instructions to candidates and verifying residency and candidate requirements; provides information to candidates and the public in elections and candidacy requirements and procedures; and helps process absentee ballots.
5. Coordinates 150+ poll workers, their training meetings and supplies
6. Maintains the mobile home park files for monthly billing of taxes and lottery credit deductions on mobile homes.
7. Maintains annexation book and stat book on the growth of the City.
8. Responsible for first of the month accounting of photocopy and map monies, and recording usage of photocopier.
9. Coordinates and oversees the activities in the Mail/Copy Center and operate all equipment in the mail/copy center.
10. Provides information by telephone, email, fax or in writing to department, council members, the media and the general public relating to all types of city documents and processes.
11. Utilizes the Council voting system while attending Council meetings in the absence of the City Clerk.
12. Document retrieval and research – capable of searching data system to retrieve them upon request. Ability to accurately discern what the person is requesting.

Other Job Functions

1. Processes Tax Exempt forms and files summary with the State (even numbered years). Processes Corporate Boundary Map and sends to the State for recording.
2. Processes legal publication of all City documents requiring publication. Advises City staff on publication requirements and assists with preparation of documents.
3. Provides back up support to the City Clerk, City Council and all other administrative staff – able to provide back up for staff in other departments re: agendas, minutes.

4. Assists in the election process maintaining confidentiality and working extensively with the Statewide Voter Registration System (SVRS) system to enter voter registration applications, absentee ballot requests and record returned absentee ballots. Copies and compiles poll list books.
5. Maintains professionalism, cultivates an atmosphere of teamwork and supports the organization's code of conduct.
6. Anticipates upcoming needs, departmental and procedural challenges and designs solutions to meet those needs.
7. Publish council proceedings.
8. Maintain an awareness of constantly changing laws, rules, and regulations governing all aspects of office administrative operations.

Education / Experience / Certifications

Extensive experience in responsible administrative and clerical work; graduation from high school; plus additional training of at least three to five years of progressively responsible administrative experience involving the development and maintenance of detailed and complex records and legal documents, the meeting of critical deadlines and the interpretation of laws, regulations and other legal requirements; or an equivalent combination of training and experience; business, technical or secretarial school; certification as a Wisconsin Certified Municipal Clerk (WCMC) from the Wisconsin Municipal Clerk's Association or a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks preferred or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

- Extensive knowledge of Wisconsin Statutes, City Ordinances and procedures and activities regarding duties and responsibilities of the Office of the City Clerk.
- Thorough knowledge of parliamentary procedures, committee work and council proceedings.
- Knowledge of rules and procedures governing the notice and conduct of public hearings.
- Strong ability to develop, prepare, and maintain general principles, practices, methods and techniques applicable to maintaining City-wide records management systems.
- Knowledge of Municipal Code provisions related to the operations of the City Clerk's function and matters which come before the Council and its committees.
- Thorough knowledge of business English, spelling, vocabulary, arithmetic, and office practices and communicate effectively, both verbally and in writing.
- Thorough knowledge and skill in the operation of varied software programs, computers and other standard office equipment.
- Ability to understand and carry out moderately complex oral and written instructions.

Pre-employment Requirement

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer

In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.